

# CARRIAGEWORKS

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Senior Curator – Visual Arts
<b>BUSINESS UNIT</b>	Programming
<b>REPORTS TO</b>	Director - Program
<b>HOURS</b>	Full Time
<b>DATE</b>	October 2017

## PURPOSE OF POSITION

**Senior Curator–Visual Arts** develops and produces high level national and international visual arts projects and exhibitions within the Carriageworks Program in collaboration with a range of partners including institutions, festivals and artists. The Senior Curator will lead the development and delivery of the Carriageworks Public Art Program to produce permanent and temporary public artworks by national and international artists.

## KEY RESPONSIBILITIES

### PUBLIC ART PROGRAM

- In collaboration with the Director - Program, produce and deliver innovative public art projects that provide high level outcomes for private and public sector partners.
- Oversee the delivery of Carriageworks public art projects including: project development and production, project budgets, writing and issuing artists briefs and contracts, scheduling and staffing project development and construction, arranging artist travel and schedules, and working in partnership with Carriageworks marketing, public relations, business development to ensure project outcomes are achieved on time and within budget.

### EXHIBITION PROGRAM

- In collaboration with the Director – Program and the Carriageworks Program Team develop and deliver innovative contemporary arts projects that are reflective of, and engaged with, the culturally diverse communities of Sydney and responds to the ambition of the Carriageworks Program.
- Oversee the curatorial delivery of Carriageworks visual arts projects including exhibition development and production, writing and issuing artist contracts, project budgets, arranging artist travel and schedules, scheduling and appropriately staffing exhibition installation and de-installation, ensuring a high standard of registration and conservation principles are followed, arranging exhibition freight, conducting exhibition tours, and working in partnership with Carriageworks' building services, visitor services, marketing, public relations, business development to ensure project responsibilities are achieved on time and within budget.

- Work collaboratively with artists, producers and partners in program development and delivery.
- Work effectively as a member of the Carriageworks Program team.
- Engage as an active member of the contemporary arts community.
- Working with an awareness of and a commitment to maintaining the highest standards of Workplace Health and Safety.

#### **PERFORMANCE CRITERIA**

- Programs are developed and delivered to a high standard, on time and on budget.
- Successful collaboration with artists.
- Successful audience engagement and participation levels are achieved.
- Successful and ongoing partnerships are developed.
- Organisation and partner objectives are met.

#### **ESSENTIAL CRITERIA**

- Tertiary qualifications in a relevant discipline and extensive job related experience.
- Experience in developing, delivering and producing complex contemporary art projects.
- A demonstrated commitment to the development of contemporary visual arts practice in Australia.
- Strong commitment to high quality customer service standards.
- Flexible approach to working hours, including the capacity to work evenings and weekends as required.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- A working knowledge and established professional network of national and international contemporary visual artists and professionals.
- Demonstrated experience in liaising with multiple partners including artists, engineers, government and the private sector in the development and implementation of contemporary art projects.
- Demonstrated experience in developing and managing program budgets.
- Excellent interpersonal skills, written and verbal communication including influencing, advocacy, negotiation and conflict resolution.
- Knowledge and understanding of Workplace Health and Safety (WH&S).